



# HOUSTON PUBLIC LIBRARY

**FY2024 Proposed Budget  
Workshop Presentation  
May 17, 2023**

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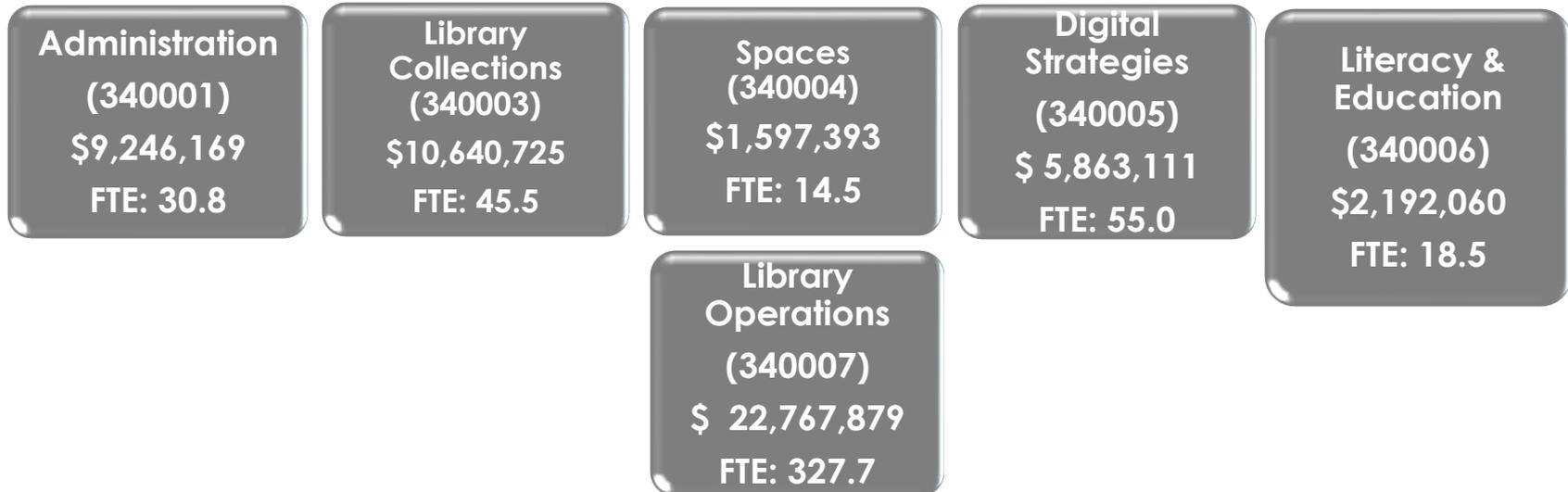
# Functional Organizational Chart



## HOUSTON PUBLIC LIBRARY

**\$52,307,337**

**FTE: 492.0**



# Strategic Guidance Alignment



## Objective

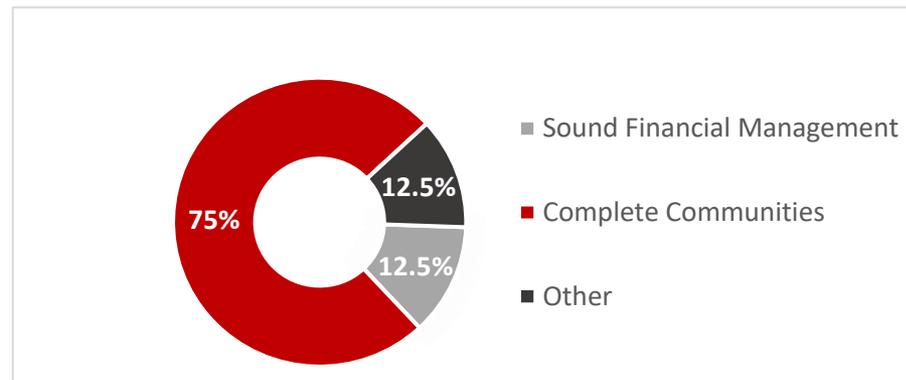
The tables below summarize your department's alignment to the Mayor's defined Priorities and Initiatives as defined in his strategic guidance. All programs align to a mayoral priority and the overall department budget is broken down as such.

Sound Financial Management	Public Safety	Complete Communities	Service & Infrastructure	Resilient Houston	Other
Administrative Services		Digital Strategies			Debt Service & Interfund Transfer
		Library Collections			
		Library Operations			
		Library Spaces			
		Literacy and Education			

### ALIGNED INITIATIVES

<ul style="list-style-type: none"> <li>Community Facilities</li> </ul>
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### DEPARTMENT BUDGET BY PRIORITY



# Expenditure by Program



## Objective

List program budgets for FY23 Current Budget vs FY24 Proposed (in thousands)

Program	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Proposed	Variance FY24 Proposed/ FY23 Budget	% Change
Debt Service & interfund Transfer	\$ 750	\$ 750	\$ 750	\$ 750	\$ -	0%
Digital Strategies	\$ 4,467	\$ 4,696	\$ 4,695	\$ 5,863	\$ 1,168	20%
Administrative Services	\$ 6,115	\$ 7,906	\$ 7,906	\$ 8,496	\$ 590	7%
Library Collections	\$ 6,433	\$ 11,752	\$ 11,752	\$ 10,641	\$ (1,111)	-10%
Library Operations	\$ 20,357	\$ 20,870	\$ 20,870	\$ 22,768	\$ 1,898	8%
Library Spaces	\$ 1,457	\$ 1,353	\$ 1,353	\$ 1,597	\$ 245	15%
Literacy and Education	\$ 1,779	\$ 3,020	\$ 3,020	\$ 2,192	\$ (828)	-38%
<b>Total</b>	<b>\$ 41,358</b>	<b>\$ 50,346</b>	<b>\$ 50,346</b>	<b>\$ 52,307</b>	<b>\$ 1,961</b>	<b>4%</b>

# Administrative Services



<b>Priority:</b>	<b>Sound Financial Management</b>
<b>FY2024 FTE Count:</b>	30.8

## Program Description

Provides leadership and executive support to the department as well as developing, monitoring, and recording the budget, contracts, restricted accounts, accounts receivables and the procurement of goods and services for the department. In addition, support HPL Foundation to increase donations for Library programs and projects.

## Significant Budget Items

Ensure efficient utilization of all funds, receive donations/grants from private funds to support programs and projects. Timely receive & book revenue.

## FY24 Prop Budget by Fund

General Fund	\$ 8,496,169
<b>Total</b>	<b>\$8,496,169</b>

## Performance

Measure Name	FY22 Actual	FY23 Target	FY23 Estimate	FY24 Target	Target Context
Annual Foundation Donation/Grants	\$1.3 million	\$964,802	\$964,802	\$1 million	Funding from HPL Foundation.
Expenditure Budget vs. Actual Utilization	94%	98%	99%	98%	Utilization of the budget within 98% with accuracy.
Revenue Budget Vs. Actual Utilization	220%	100%	96%	100%	Utilization of the budget within 98% with accuracy

# Digital Strategies



<b>Priority:</b>	Complete Communities
<b>FY2024 FTE Count:</b>	55.0

## Program Description

Ensures technology acquisition, access, and support for all library public services including desktop computers, laptops, tablets, network, Wi-Fi, scanners, printers, hotspots, website, mobile app, online catalog, book and materials check-out system, customer accounts and records, TECHLink, multi-media, audio and video recording studios, 3D scanning and printing technologies.

## Significant Budget Items

- Provide equitable access to technology.

## FY24 Prop Budget by Fund

General Fund	\$5,863,111
<b>Total</b>	<b>\$5,863,111</b>

## Performance

Measure Name	FY22 Actual	FY23 Target	FY23 Estimate	FY24 Target	Target Context
Annual Number of Computer Users	214,626	300,000	274,346	300,000	Provide computer availability (laptop/desktop) to Library visitors.
Annual Number of WiFi Sessions	13 million	12 million	11.7 million	12 million	Provide Wifi access to residents across the City of Houston.
Annual Number of Virtual Visits	2.1 million	2 million	3.1 million	3.5 million	Provide library services to virtual visitors via website and mobile app.

# Library Collections



<b>Priority:</b>	Complete Communities
<b>FY2024 FTE Count:</b>	45.5

Program Description	Significant Budget Items	FY24 Prop Budget by Fund					
<p>This program performs the selection, acquisition, and distribution of all library books and materials throughout the system. Ensures the provision of a wide array of print and electronic library materials and resources for all ages that reflect the cultures and diversity of Houston.</p>	<ul style="list-style-type: none"> <li>Provide a comprehensive collection of both print and digital materials for the city.</li> </ul>	<table border="1"> <tr> <td>General Fund</td> <td style="text-align: right;">\$10,640,725</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$10,640,725</b></td> </tr> </table>	General Fund	\$10,640,725	<b>Total</b>	<b>\$10,640,725</b>	
General Fund	\$10,640,725						
<b>Total</b>	<b>\$10,640,725</b>						

Performance					
Measure Name	FY22 Actual	FY23 Target	FY23 Estimate	FY24 Target	Target Context
Cost of Circulation & Distribution of Library Materials	\$4.6 million	\$4.5 million	\$5.3 million	\$5.5 million	In-house use, circulation of books, eCirc, DVDS, and hotspots.
Percentage of Material Collection Budget Allocated to E-Materials	20%	30%	40%	50%	Provide equitable access to electronic materials online and reduce storage space needs.
Annual Number of Registered Cardholders	1.6 million	1.6 million	1.8 million	1.9 million	Increase the number of registered cardholders by 10%.

# Library Operations



<b>Priority:</b>	Complete Communities
<b>FY2024 FTE Count:</b>	327.7

## Program Description

This program supports all aspects of library operations and administration in Neighborhood Libraries, Central Library, Community Engagement, and Special Collections. Includes grants, training and development, marketing and system-wide communications services, contracts. Provide system-wide operations, customer service, technology and compliance training and development for staff.

## Significant Budget Items

- Provide equitable access and customer service to library resources, services, and programs. Ensure adequately trained and informed staff to support library operations and customer services. Ensure compliance trainings are completed and provide staff developmental opportunities for staff.

## FY24 Prop Budget by Fund

General Fund	\$22,767,879
<b>Total</b>	<b>\$22,767,879</b>

## Performance

Measure Name	FY22 Actual	FY23 Target	FY23 Estimate	FY24 Target	Target Context
Number of Community Outreach Events	700	700	750	800	Provide library services outside of the physical walls of the library and into the community.
Annual In-house Library Visits	1.3 million	2.5 million	1.7 million	2.5 million	Provide in-house assistance and services to Library visitors.
Annual number of Passports & Photos Processed	24,500	21,000	21,000	23,000	Process passport applications.

# Library Spaces



<b>Priority:</b>	Complete Communities
<b>FY2024 FTE Count:</b>	14.5

<u>Program Description</u>	<u>Significant Budget Items</u>	<u>FY24 Prop Budget by Fund</u>	
This program is responsible for all elements of the library’s facilities and building programs including design, construction, branding, security, public art, furniture, fixtures, and equipment that are necessary to ensure that every library space is optimized for service to Houston’s residents.	<ul style="list-style-type: none"> <li>Provide modern, safe, and accessible library spaces for library services.</li> </ul>	General Fund	\$1,597,393
		<b>Total</b>	<b>\$1,597,393</b>

## Performance

Measure Name	FY22 Actual	FY23 Target	FY23 Estimate	FY24 Target	Target Context
Annual Cost of Library Furniture Cleaning, Refurbishing, and Repair	\$125,459	\$130,000	\$130,000	\$130,000	Ensure quality and consistent furniture cleaning and maintenance.
Number of Facility renovation and maintenance Oversight	10	10	11	12	Provide oversight on Library renovations and improvements.
Number of Public Exhibitions Displayed	3	5	8	8	Host public exhibits that celebrate the city of Houston, the library, and their diversity.

# Literacy and Education



<b>Priority:</b>	Complete Communities
<b>FY2024 FTE Count:</b>	18.5

## Program Description

Plans, develops, coordinates, implements, and manages system-wide youth, teen, and adult programs and events for all locations. Provide system-wide operations, customer service, and technology.

## Significant Budget Items

- Provide a variety of educational programs that celebrates what is uniquely Houston for all ages to provide opportunities for a well-educated and prepared workforce and community.

## FY24 Prop Budget by Fund

General Fund	\$2,192,060
<b>Total</b>	<b>\$2,192,060</b>

## Performance

Measure Name	FY22 Actual	FY23 Target	FY23 Estimate	FY24 Target	Target Context
Number of Early Literacy Support Program Participants	15,687	15,000	19,995	20,000	Provide story time, playtime, and other activities to promote literacy for the youngest library customers and their caregivers.
Annual Number of Students Served for Programs	32,560	30,000	34,498	40,000	Provide after school and youth programming for students throughout the Houston area.
Annual Number of Program Attendees	70,100	70,000	70,567	90,000	Provide literacy, technology, life skills and cultural programming.
Annual Number of Workforce Literacy Classes Attendees	2,409	5,000	3,226	4,000	Provide in-depth classes on computer literacy, ESL, small business, job searching, café College, and other workforce literacy topics.

# Debt Service & Interfund Transfer



<b>Priority:</b>	Other
<b>FY2024 FTE Count:</b>	0.0

## Program Description

Budget allocations included in this section reflect debt service payments and/or interfund transfers.

## Significant Budget Items

- Includes funding for debt services payment and interfund transfer.

## FY24 Prop Budget by Fund

General Fund	\$750,000
<b>Total</b>	<b>\$750,000</b>

## Performance

Measure Name	FY22 Actual	FY23 Target	FY23 Estimate	FY24 Target	Target Context

# Expenditures by Fund



## Objective

List total general fund expenditures in thousands – FY23 Current Budget vs FY24 Proposed (in thousands)

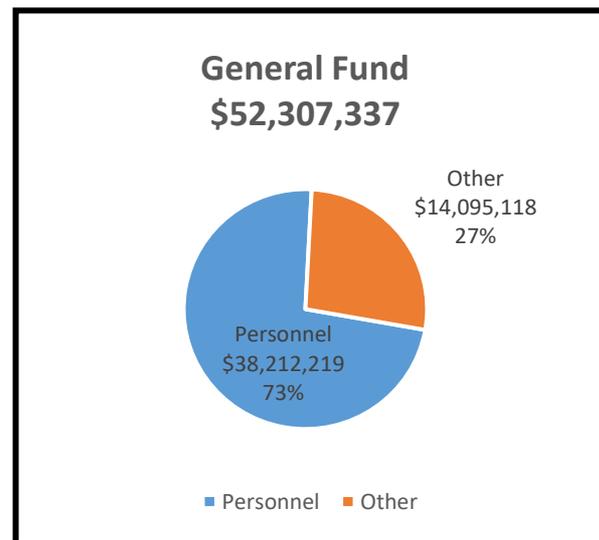
Category	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Proposed	Variance FY24 Proposed/ FY23 Budget	% Change
General Fund	\$41,358	\$50,346	\$50,346	\$52,307	\$ 1,961	4%
<b>Total</b>	<b>\$41,358</b>	<b>\$50,346</b>	<b>\$50,346</b>	<b>\$52,307</b>	<b>\$ 1,961</b>	<b>4%</b>

# Personnel vs. Non-Personnel



## Objective

The graph below is utilized to show personnel vs. non-personnel budget. All non-personnel charges are broken out by primary service function. *HPL's budget is mostly personnel costs.*



## Other Category Breakdown

Restricted Accounts	\$4,291,550
Supplies	\$278,410
Services	\$9,525,158
<b>Total</b>	<b>\$14,095,118</b>

# Revenue by Program

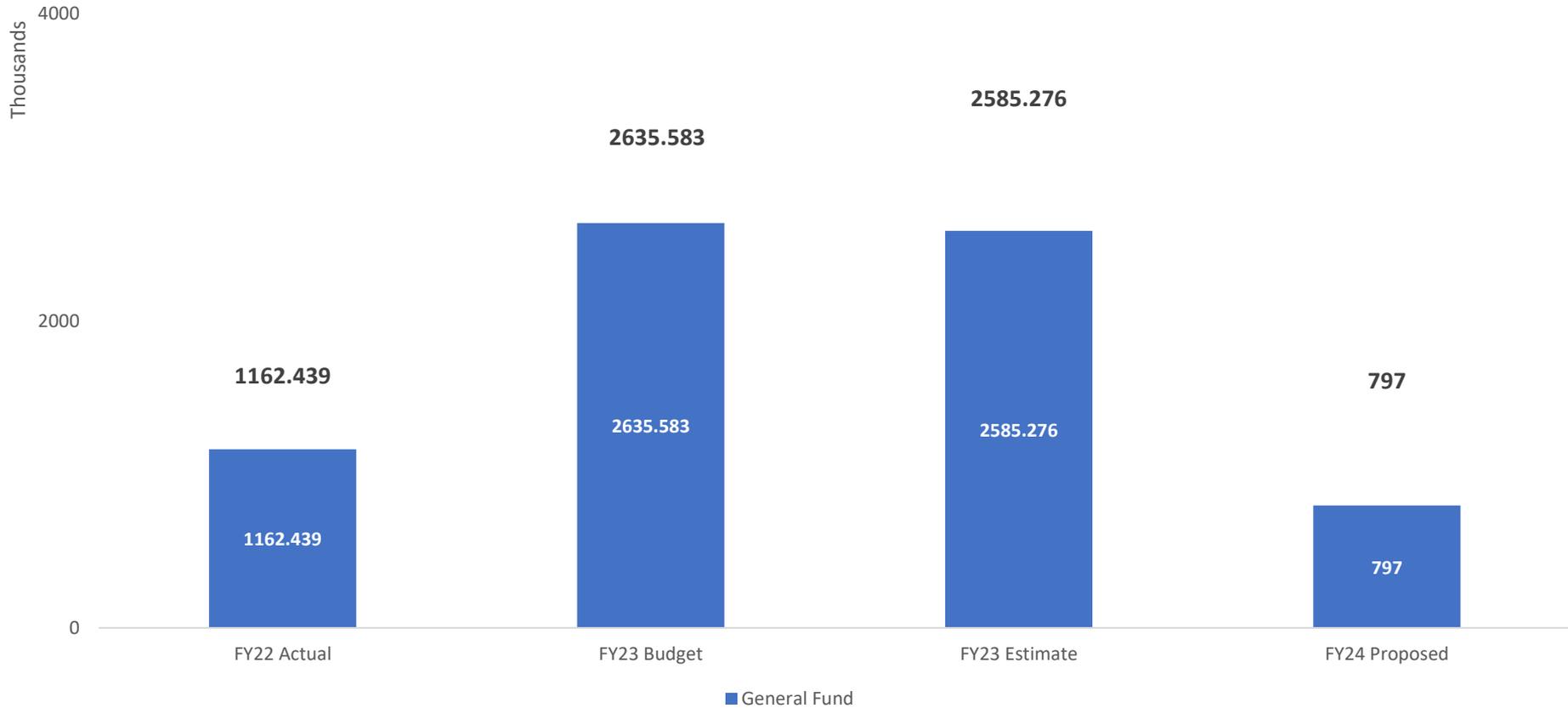


## Objective

List program budgets for FY23 Estimate vs FY24 Proposed in thousands

Program	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Proposed	Variance FY24 Proposed/ FY23 Budget	% Change
Debt Service & interfund Transfer					\$ -	
Digital Strategies	\$ 99	\$ 99	\$ -	\$ -	\$ -	
Administrative Services (Passports)	\$ 953	\$ 790	\$ 797	\$ 793	\$ (3)	
Library Collections	\$ 110	\$ 1,745	\$ 1,788	\$ 1	\$ (1,787)	-1787%
Library Operations				\$ 3	\$ 3	100%
Library Spaces					\$ -	
Literacy and Education	\$ .3	\$ 3			\$ -	
<b>Total</b>	<b>\$ 1,162.3</b>	<b>\$ 2,637</b>	<b>\$ 2,585</b>	<b>\$ 797</b>	<b>\$ (1,788)</b>	<b>-179%</b>

# Revenue by Fund [in Thousands]



# Revenue Highlights



## Revenue Highlights

Describe any significant revenue changes from FY2023 Estimates – FY2024 Proposed and provide context to the financial figures presented.

**Library Fines** – Council approved an ordinance to discontinue assessing late fees for Library customers.

**Rental Fees** – an increase is mainly due to Frenchy’s parking fees at Smith Library.



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# Questions



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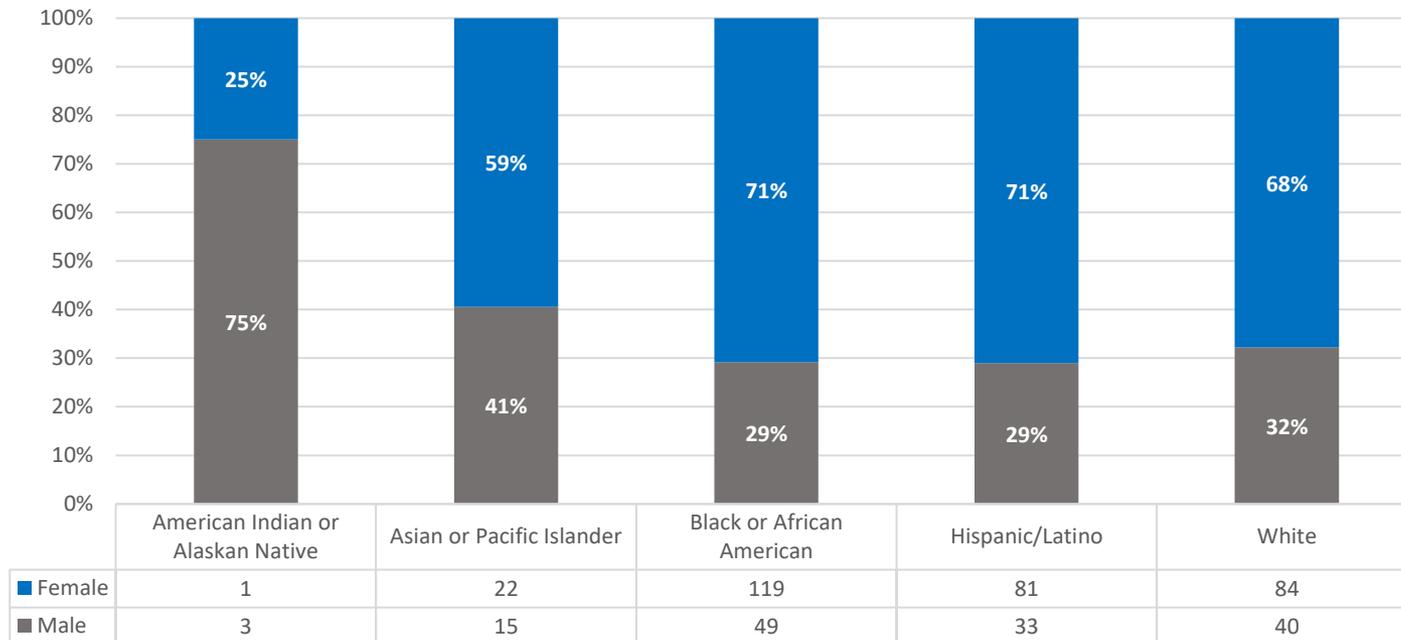
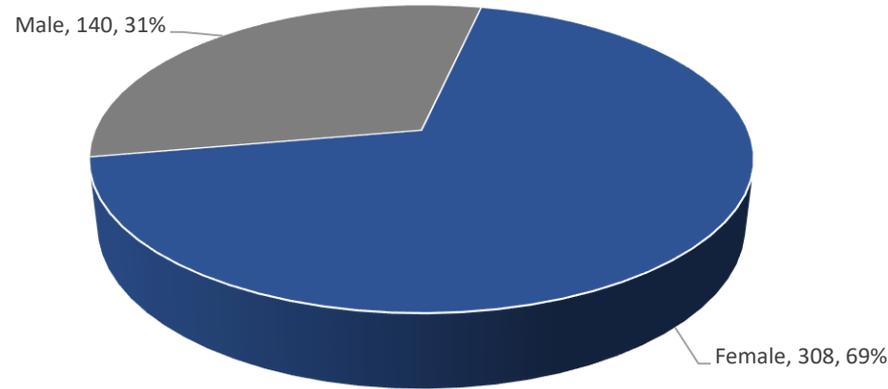
# Appendix

# Restricted Account Details



GL Description	Justification & Cost Drivers
Interfund Electricity	Responsible for administering the electricity accounts for the City. Program is responsible for overseeing procurement contracts, forecasting, providing price certainty, and financial reporting. Electricity expenses are projected to be lower than the previous year as a function of the competitive bidding process.
Interfund HR Client Services	Include HR operation cost reflecting health benefits and restricted accounts increase.
Interfund KRONOS Service Charge	Software license and maintenance costs associated with the city of Houston's Time and Attendance System (KRONOS).
Interfund Drainage Charge	Fee is based on impervious service.
Interfund Application Services	Costs include Microsoft Enterprise licenses, 3-1-1 maintenance support and applications, SAP licenses maintenance and support, various Enterprise Application and Server support personnel, CSMART (MCD Only), eSignature, Project Management, Infor, eDiscovery, Cyber Security Office software and support, HITS Budget support via the Finance Department, eSignature.
Interfund Data Services	Costs associated with software and maintenance support contracts required to maintain city networks, applications, desktop devices, servers, payment card industry security, storage devices, cloud services, telephone systems and network equipment including Phonoscope circuits. Contracts cover Antivirus, Firewall and Network backup systems. Also, the Data Center costs are included in the Data Services restricted account.
Interfund Voice Services	Monthly costs for Voice/Communication Services. The services include: Local landlines, voice/data circuits, long distance, 1-800 numbers, calling cards, language lines, Citywide ISP/Internet Access. The major vendors are ATT, Department of Information Resources (DIR), Verizon and Century Link.
Interfund Wireless Services	Monthly charges for Verizon Business services and mobile devices including cell phones, air cards and tablets.
Interfund Voice Labor	Labor costs and parts needed to perform work associated with installation and/or upgrades of telephone systems and cabling. The sole vendor is Selrico.
Interfund Vehicle Accidents	Provides vehicle accidents repairs for all city departments' rolling stock equipment.
Interfund Permit Center Point of Sale	HPC Point of Sale chargeback.
Interfund Insurance Fees	Cost increase for property insurance premium.
Interfund GIS Services	Personnel, software licenses and maintenance costs associated with the city of Houston's Enterprise Geographic Information System (EGIS).
Interfund Permit Center Rent Chargeback	HPC lease chargeback.
Interfund Vehicle Services - Tires	Tire purchases and services costs for City's rolling stock equipment.
Interfund Vehicle Services	Provides repair, maintenance, and administrative support for all city departments' rolling stock equipment. Expense explanation - Vehicle Services are projected to increase driven by part cost, contractual increases, and an aging vehicle population.
Interfund Vehicle Fuel	Fuel Program operates and manages all City owned fuel sites. Expense explanation - Fuel services are driven primarily by market pricing.
Interfund Natural Gas	Responsible for administering the natural gas accounts for the City. Program is responsible for overseeing procurement contracts, forecasting, providing price certainty, and financial reporting. Natural gas expenses are projected to be lower than the previous year due to current market conditions and locking in a rate favorable to the City.
Interfund Radio System Access	Due to the consolidation of the radio group in General Fund to revolving fund for HITS. This group is responsible for the operation and maintenance of the City's public safety radio system.

# Workplace Analysis Headcount & Percentages



# Fines Free Status Report January – May 2023



**\$743,303**

Value of Returned Items

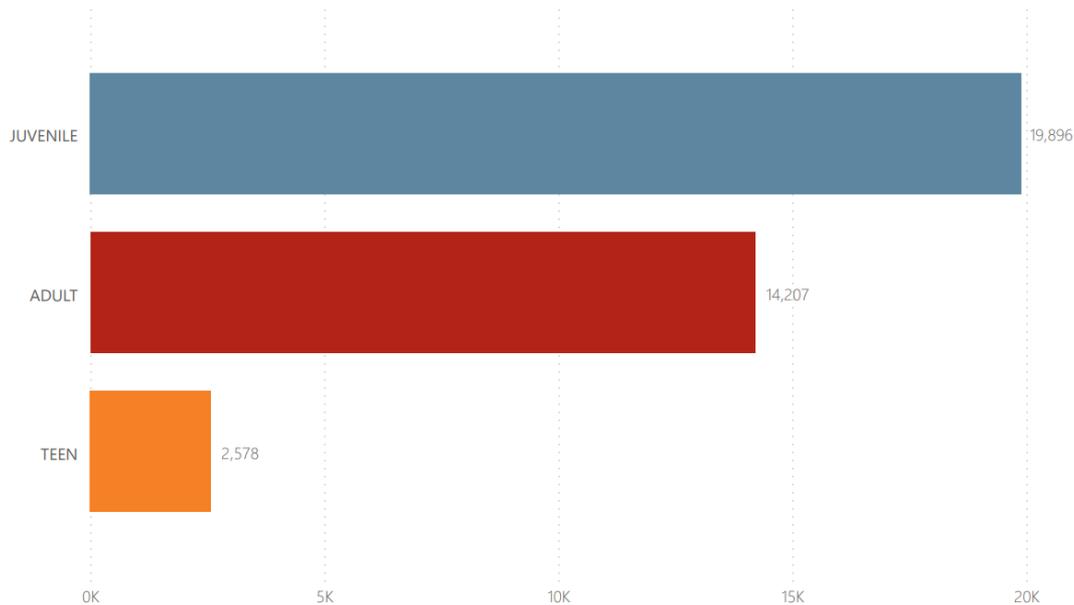
**36,681**

Number of Returned Items

**921**

Returned Long Overdue Items  
(6 months or more overdue)

Returned Items by Type



**66,626**

Total Number of Cards Cleared During Amnesty Period

# Department FY2023 Accomplishment (OPTIONAL)

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- Reopening of Kendall Library
- Alief Regional Library opening
- Alief TECHLink opening
- Fines Free initiative
- Replenished 2,000 hotspots and 500 connected chrome books for public check-out
- Dr. Shannon Walker groundbreaking